

Spring 1-1-1995

Senate Bill SB-95S-885 Revised Policies and Procedures of the Student Government Association's Committees, Boards, and Councils

Student Government Association
University of North Florida

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N University of North Florida
STUDENT GOVERNMENT ASSOCIATION



SENATE LEGISLATION

NUMBER SB 95S-885

WHEREAS, the Policies and Procedures of the Student Government Association's committees, boards, and councils have not been revised in over a year, and;

WHEREAS, it has become important that the Policies and Procedures be revised to meet current situation and concerns, and;

WHEREAS, many concerns have been raised since the last revision.

THEREFORE, LET IT BE RESOLVED THAT the attached and revised Policies and Procedures of the Student Government Association's committees, boards, and councils be approved by the Student Government Association Senate.

Passed as ammended, 14:2:3

Respectfully submitted, Barbara L. Roque, OBC Chair

Introduced by Organization and Bylaws Committee

Senate Action Tabled Unanimously

Date April 21st, 1995

Be it known that SB 95S-885

is hereby passed/vetoed on _____

this 4th day of April

, 1995.

Kerry Heyward

Signature _____

Student Body President

N STUDENT GOVERNMENT ASSOCIATION SENATE LEGISLATION



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Introduced by Organization and Bylaws Committee

Senate Action Passed 14-1-4

Date April 21st, 1995

Be it known that SB - 95s - 885

is hereby passed/vetoed on 5/26/95

this 19th day of May

, 19 95.

Joseph S. Kuethe

Signature

Student Body President

POLICIES AND PROCEDURES REVISIONS - Spring 1995
Recommended by the Organization and Bylaws Committee

I. Advisory Council Of Student Organization Presidents (ACSOP)

- A. (p.1) Section 2 - **DELETE**: Treasurer position.
- B. (p.2) Section 3, Subsection 3b - **ADD**: The Vice Chairperson shall be a non Senator nominated and elected... If the Vice Chairperson becomes a SGA Senator...
- C. (p.3) Section 7 - **CHANGE**: three (3) consecutive meetings; **TO**: two (2) consecutive meetings.
- D. (p.3) Section 7 - **CHANGE**: the minimum amount of a time a club will be removed from ACSOP is six (6) weeks; **TO**: the minimum amount a club will be removed from ACSOP is four (4) weeks.
- E. (p.4) Section 9 - **ADD**: This vote will be taken by a count of voting tickets that will be distributed during role call.

II. Budget And Allocation Committee (B&A)

- A. (p.9) Section 7 - **CHANGE**: SGA Treasurer; **TO**: B&A Committee Chair.
- B. Section 14 - **DELETE**: 14.12 and 14.13 from the original B&A Policies and Procedures - passed by B&A in 06/08/94.

III. Organization and Bylaws Committee (OBC)

- A. (p.15) Section 15, Subsection 5d - **ADD**: Write-in candidates are acceptable, but the OBC must verify...

V. Student Programming Board (SPB)

- A. (p.21) Section 2 - **CHANGE**: The University Events Coordinator and the Assistant University Events Coordinator shall serve as advisors and have an ex-officio rank; **TO**: The University Events Coordinator and the Assistant University Events Coordinator shall serve as advisors.
- B. (p.21) Section 4 - **CHANGE**: The chairperson may vote only in the case of making or breaking a tie; **TO**: The chairperson may vote only if the vote affects the outcome.

C. (p.21) Section 4, Subsection 4a. - **CHANGE:** The Chairperson can authorize up to \$5,000 from the SPB Operating Budget; **TO:** The chairperson can authorize up to five thousand dollars (\$5,000) from the SPB Operating Budget only for Arena concerts.

D. (p.22) Section 6C - ADD: 1, 2, 3, 4, 5, and 6.

I. ADVISORY COUNCIL OF STUDENT ORGANIZATION PRESIDENTS (ACSOP)
POLICIES AND PROCEDURES

SECTION 1. PURPOSE

The Advisory Council of Student Organization Presidents (ACSOP) is a committee of the Student Government Association and a recognized council of student leaders who act as representatives of the student body through the elective position they hold in their respective organizations. The council acts as a liaison between the Student Government Association and student clubs and organizations. In addition, ACSOP recommends to the SGA Senate the allocation of club reserve accounts, including request by new clubs for start up funds.

SECTION 2. MEMBERSHIP

ACSOP shall consist of a Chairperson, a Vice Chairperson, and three (3) SGA Senators and the presidents of all Student Organizations recognized through the Office of Student Development. The Assistant University Events Coordinator shall have ex-officio membership.

In order to be recognized through the Office of student Development and be a member of ACSOP, new clubs are required to submit a club constitution along with an Organizational Roster and non-discrimination policy statements.

The only exceptions to the membership policies are clubs and organizations recognized under the recreational Sports Club Advisory Council. One officer of RSCAC shall attend ACSOP meetings and represent all of their members' clubs. Each of these organizations must submit an Organization Roster and a list of organizations under their umbrella. If RSCAC is suspended for non-attendance, each club they represent is suspended as well.

SECTION 3. ACSOP OFFICERS

SUBSECTION 3a. Chairperson

The Chairperson shall be a SGA Senator and shall be nominated and elected, and may be removed by the Student Government Association Senate. Election of the Chairperson shall be at the second regular meeting of the Senate of each new session or whenever a vacancy occurs. The chairperson will only exercise voting privileges in the event of a tie. The Chairperson, by virtue of his/her position, shall be a member of the SGA Legislative

Cabinet and an ex-officio member of the President's Cabinet. The Chairperson shall report directly to the SGA Vice President.

SUBSECTION 3b. Vice Chairperson

The Vice Chairperson shall be a non Senator with a minimum GPA of 2.0/4.0, nominated and elected by the Council at the second regular meeting of the Council each semester or whenever a vacancy occurs. If the Vice Chairperson becomes an SGA Senator, he/she must resign to his position an Vice Chair. The Vice Chairperson will report directly to the Chairperson.

SECTION 4. MEETINGS

Meetings of ACSOP will occur bi-weekly during the Fall and Spring semester, and monthly during Summer terms. Meetings will be held one week prior to Senate meetings during regular semester, in conjunction with other SGA committees. Meeting dates and times will be distributed to each club or organization via the club mailboxes. In the case of conflicts with school events, the date or time of meetings may be changed with five (5) school days advance notice to all members of the Council.

SECTION 5. ATTENDANCE/ABSENCE POLICY

Because the duties of ACSOP include the timely disposition of club request for funding, it is important the Club Presidents attend each meeting. Recognizing that the members of ACSOP have a multitude of responsibilities, the Club Vice President or a Named Alternative may attend in the event of the President's absence. The Vice President must be named on the club's Organizational Roster on file with Student Development. The Named Alternative must be designated by the club or organization, and the Vice Chairperson of ACSOP must be notified, in writing, of the Named Alternative by the second regular ACSOP meeting of each semester.

Attendance by other club members is encouraged; however, only the presence of the President, Vice President, or Named Alternative shall count as official attendance at ACSOP meetings.

Additionally, if a student is recognized by organizational Rosters on file with Student Development as President of two (2) clubs or organization, they may represent one or both at the ACSOP meetings. Under no circumstances will one student be allowed to represent more than two clubs or organizations.

Because the requirements for attendance allow three different members of the club or organization to attend meetings, clubs are allowed two (2) absences during each Fall and Spring semesters. Clubs are required to attend one (1) of the three (3) Summer meetings. Excessive absences in the Summer would be a total of

three (3). Absences will be forgiven if the club or organization can provide evidence that all three designated club members who can officially represent their club at ACSOP were seriously ill, on travel associated with the organization, had a class conflict, or were engaged in compensated work.

SECTION 6. SUSPENSION

- A.** When a member club or organization acquires three (3) absences during Fall or Spring semesters or three (3) during the Summer; and or...
- B.** When a club fails to turn in an organizational roster to Student Development (with a copy to ACSOP) by the second meeting of the Fall and Spring semesters; and/or...
- C.** When a club fails to fulfill a financial requirement/request issued by the SGA Comptroller;
 - 1.** the club will be removed from ACSOP membership immediately and notified in writing of the action.
 - 2.** the club's account with SGA will be frozen.
 - 3.** the club will be unable to participate as a recognized student club or organization in any Student Government sponsored events.
 - 4.** the Office of Student Development will be notified of the club's suspension from ACSOP. Suspension from ACSOP constitutes a temporary loss of university recognition.

SECTION 7. SUSPENSION REMOVAL

The member club or organization may be reinstated to ACSOP, with all rights and privileges restored, provided the club or organization's President, Vice President, or Named Alternative has attended two (2) consecutive ACSOP meetings. Because of meeting schedules, the minimum amount of time a club will be removed from ACSOP is four (4) weeks.

In the case of certain financial suspensions, the suspension will be removed and the club returned to a good standing status when the obligation or request has been removed/met.

SECTION 8. APPEAL PROCESS

Clubs or organizations that have been suspended from ACSOP for non-attendance are allowed the right to appeal the suspension in front of ACSOP at the first meeting following suspension. The

President of the suspended club should notify the Chair immediately that they wish to appeal so the Chair can schedule the meeting agenda. Decisions on appeals made by the ACSOP body are final.

Clubs that have been suspended for not turning in an organizational roster or for financial reasons do not have the automatic right to appeal. Appeals for these reasons should be directed to the Chair.

SECTION 9. VOTING POLICY

Various request, including requests for club funding, will be addressed by ACSOP throughout the year. These request require a majority vote from ACSOP for disposition. Given that ACSOP is an independent budget entity as identified by the Budget and Allocations Committee, subsequent Senate approval is unnecessary. Each club or organization officially represented at the meeting is allowed one (1) vote on each issue or request. This vote will be taken by a count of voting tickets that will be distributed during role call.

Members representing two (2) clubs will be allowed one (1) vote only.

Quorum (40%+1) officially recognized ACSOP members must be present before a vote will be taken on any action. Inability to meet this minimum requirement for membership attendance will result in postponing all business, including pending request for funding, until the next regularly scheduled ACSOP meeting.

II. BUDGET AND ALLOCATION COMMITTEE (B&A) **POLICIES AND PROCEDURES**

SECTION 1. DEFINITION

The Activity and Service Fee (A&S) Fee is collected as a component of the registration and tuition fees, in the amount set by the Student Fees Assessment Committee and approved by the University President and the Board of Regents. The Student Activity and Service Fees shall be paid into activity and service fund at the University and shall be expended for lawful purposes to benefit the student body.

SECTION 2. RESPONSIBILITY

It is the responsibility of the Student Government Association (SGA) to properly allocate Activity and Service Fees in a manner which provides benefits to the entire student body. Activities that reflect genuine student interest and enhance the educational, social, cultural, and recreational interests of the University of North Florida (UNF) students should be supported.

SECTION 3. PURPOSE

- A.** The A&S Fee Policies and Procedures express the standards of fiscal accountability and management of the Student Government Association.
- B.** The A&S Fee Policies and Procedures are applicable to all branches, agencies, and registered student organizations which are component parts of the Student Government Association. These procedures do not apply to other areas of the university.
- C.** The A&S Fee Policies and Procedures govern the budgeting and expenditures of the following:
 - 1.** A&S funds allocated to Student Government accounts.
 - 2.** A&S funds allocated to agencies outside of Student Government.
 - 3.** A&S funds allocated to registered student organizations and clubs via the Advisory Council of Student Organization Presidents (ACSOP) and the Recreation Sports Clubs (RSC).
 - 4.** Other revenue generated by agencies through the use of A&S funds.

- D. The B&A Committee is assigned the responsibility for oversight, review, and periodic update of these policies. Any revisions must be sent to O&B and the SGA Senate for approval.
- E. The SGA Comptroller is responsible for assuring that the A&S Fee Policies and Procedures are fully implemented.

SECTION 4. BUDGET AND ALLOCATIONS COMMITTEE

- A. The Budget and Allocations Committee (hereafter referred to as the "Committee") is one of three standing committees of the SGA Senate. It consists of eleven (11) SGA Senators, one (1) Faculty Association Representatives, one (1) Career Service Representative, two (2) student non-Senator Representatives, and the Budget And Allocation Committee Chair, who serves as Chairperson of the Committee. Ex-Officio members include the SGA President, SGA Vice President, and SGA Parliamentarian.
- B. The management of the A&S Budget is under direct control of the Committee. The Committee has the responsibility and authority to curtail further appropriation and funding within the A&S accounts found to be improperly expended.
- C. The Committee shall operate on the same fiscal year as the University.

SECTION 5. BUDGET PROCESS

- A. During the Fall semester, budget request forms are forwarded by the Comptroller to the budget directors of all accounts currently funded by A&S fees. These budget request forms are also available to all departments and organizations at the University not currently funded. The completed and signed forms must be returned to the SGA Comptroller by the specified deadline to receive funding consideration.
- B. During the early part of the Spring Semester, the Committee will begin to hold A&S budget hearings. Each budget director will be notified as to the date, time, and place of his/her presentation to the Committee. The budget director will be prepared to explain and justify his/her budget request. Such things as participation figures, projections for the coming year, etc. should be made available. The responsibility of building a

case for each program is the responsibility of the budget director.

- C. Requests from SGA for their appropriations will be treated as any other budget entity.
- D. A representative of any program or activity not currently funded from A&S Fees may submit a written proposal to the Committee by the specified deadline. The consideration for this new funding shall be heard after justification of existing programs. Voting will occur after all requests have been presented. The following are the criteria for new funding:
 - 1. The activities will be available to and benefit the students of this University and will not be discriminatory as defined by law.
 - 2. The activities are not the primary responsibility of another agency which is charged with providing these activities.
- E. After hearing and voting on all budget requests, the committee prepares and forwards budget recommendations to the SGA Senate. Budget directors are notified of the Committee's recommendations and the date, time, and place of the Senate Budget Hearings.
- F. The committee must present its proposed budget in legislative form to the SGA Senate at least one week prior to the Senate voting. During this presentation, a workshop for the Senators will be conducted to explain the budget and the budget process.
- G. Once approved by the SGA Senate and the SGA President, the SGA Executive officers sign the final budget. It is then presented to the Vice President of Student Affairs, who forwards the final budget to the University President with recommendation. The University President shall have 15 school days from the date of presentation of the budget to act on the allocation and expenditure recommendations. These recommendations shall be deemed approved if no action is taken within fifteen (15) school days. If any line item, or portion thereof, within the budget is vetoed by the University President, the SGA Senate, within fifteen (15) school days, will make new budget recommendations for expenditures of the vetoed portion of the budget. If the University President vetoes any line item, or portion thereof, within the new budget revisions, the University President may reallocate by

line item that vetoed portion to bond obligations guaranteed by Activity and Service Fees.

- H. Upon approval of the A&S Budget by the University President, the SGA Comptroller will request the University Budget Officer to establish the budget.
- I. Upon approval of the budget by the University President, each budget director will be informed in writing of their budget authority for the coming year. This will be in the form of an allocation sheet delineated by budget category and codes for each line.

SECTION 6. SGA COMPTROLLER

- A. The SGA Comptroller shall serve as advisor to the SGA Treasurer and the Budget and Allocations Committee.
- B. The SGA Comptroller shall review all expenditures of the A&S funds.
- C. It is the responsibility of the SGA Comptroller to keep the Vice President for Student Affairs, the SGA Treasurer, and Officers fully informed of budget issues as they arise.
- D. The SGA Comptroller has signature control over those accounts reporting directly to him/her. The Vice President for Student Affairs has signature control over the SGA accounts and must co-sign with the SGA Comptroller on appropriate documents.
- E. If it is determined that any budget is being mismanaged, the account(s) in question may be frozen by the SGA Comptroller for a period not to exceed 30 days or until the next B&A Committee meeting, at which time, the funds may continue to be frozen by the University President for his/her designee upon recommendation of the committee.
- F. The SGA Comptroller has responsibility for the Quarterly Budget Review process. The purpose of the Quarterly Budget Review is to provide a timely reporting of expenditures and to create a Budgetary record. Submittal dates will be established at the beginning of each fiscal year. The Quarterly Budget Review will be submitted to the Vice President for Student Affairs, the University President, SGA Officers, and an office copy for the Senate.
- G. All correspondence concerning the A&S Budget will be forwarded directly to the SGA Comptroller. Any and all

relevant correspondence will then be forwarded to the SGA Treasurer.

- H. The SGA Comptroller shall serve as chief liaison between the Senate and the A&S Fee Budget Directors.

SECTION 7. B&A COMMITTEE CHAIR

- A. The Budget and Allocations Committee Chair shall serve as chairperson of the Budget and Allocations Committee.
- B. The SGA Treasurer shall collect quarterly budget reports from the SGA Comptroller to understand the status of the A&S Fee Budget, and shall report this status to both the SGA Senate and the B&A committee.
- C. The SGA Treasurer shall maintain a monthly file of Finance and Accounting expense statements of all A&S Fee accounts.

SECTION 8. PERSONNEL POLICIES

- A. All A&S funded positions must report to the appropriate University administrator.
- B. Due to the time card liability incurred, all time cards must be signed by the appropriate University administrators and/or supervisors.
- C. Salaried employees must be evaluated by University administrators and supervisors, with appropriate student input, pursuant to established University rules and regulations (University Personnel Policies and Procedures Manual).
- D. All request for the establishment of new positions or the reclassification of existing positions must follow established University policies and procedures. Funding for these requests must follow normal legislative procedures.
- E. During each budget hearing, the continuation of funded positions will be evaluated.

SECTION 9. CONTRACTS

- A. Only the Vice President for Administration and Planning and the University President are authorized to sign entertainment and professional service contracts on behalf of the University. Any agreement signed by other parties is considered to be a private one which the University is under no obligation to honor.

- B. All entertainment contracts are to be reviewed by the University Events Coordinator prior to being forwarded to the Vice President for Administration and Planning.
- C. Professional service contracts must be completed according to the instructions on the back of the form.
- D. A cover letter must accompany all contracts written on A&S accounts. The following signatures are required on the cover letter:
 - 1. Chair of Originating Committee or Department Head
 - 2. SGA Comptroller
 - 3. University Events Coordinator
 - 4. Vice President for Student Affairs or Representative
 - 5. Vice President for Administration and Planning

SECTION 10. AUDITS

- A. Auditing of the A&S Fee Budget may be conducted annually through the use of an independent auditor.
- B. Each budget director must submit in writing to the SGA Comptroller a Report of Budget Status each month, which will include expenditures to date. At the beginning of the fiscal year, the Comptroller will publish a list of deadlines for these reports.
- C. The A&S accounts may be audited by the Auditor general, an Internal Auditor, Vice President for Student Affairs, and/or the SGA Comptroller.

SECTION 11. TRANSFERS

- A. Request for budget transfers must be submitted in writing to the SGA Comptroller. Upon approval by the SGA Comptroller, a budget amendment will be prepared and processed for authorized signatures.
- B. All transfers involving budget categories (Salary and Wages, OPS, OE, OCO) must have the signatures of the SGA Comptroller, Director of Student Development, and Vice President for Student Affairs.
- C. All transfers between budget lines are subject to normal legislative procedures.

SECTION 12. BUDGETARY ASSESSMENT

- A. Reassessment of budget lines may be deemed necessary upon any of the following:
 - 1. Expenditure of funds inconsistent with the original intent of the approved allocations.

2. Projected A&S Fees are not met.
 3. Approved request for budget change.
- B. Freezing of accounts is to be considered a tool to ensure effective management of the A&S Budget. Freezing of accounts can be utilized whenever:
1. Violations of these A&S Policies and Procedures occur.
 2. Reassessment of the budget is required.
- C. Frozen funds will be reinstated upon approval of a majority of the Committee, and following normal legislative procedures and with the approval of the University President.

SECTION 13. ACTIVITY AND SERVICE FEE GUIDELINES

- A. All Activity and Service Fee recipients must strictly adhere to the following:
1. Applicable State law (including FS 240.235; FAC 6C-7.03).
 2. University regulations, practices and procedures, and appropriate administrative requirements.
 3. UNF SGA bylaws and bills.
 4. UNF SGA Budget Policies and Procedures.
 5. Provisionary language of the current fiscal year's budget.

SECTION 14. CLUB FINANCES

- A. Active student organizations recognized by the Advisory Council of Student Organization Presidents (ACSOP) are eligible for annual funding of \$200.00 effective July 1 of each fiscal year.
- B. Student Organizations not registered by the University's Office of Student Development may not be allocated A&S funds.
- C. Student Organizations must have an on campus mailing address.
- D. Student organizations are required to elect a financial officer to act as custodian of the account; and a president to countersign for expenditures. These signatures will be filed with the office of the SGA Comptroller.
- E. Before the allocation of A&S funds, the financial officer and the president of the organization must countersign a statement of financial understanding.
1. The original form will be retained in the office of the SGA Comptroller for audit purposes.

2. At any point during the year, the financial officer and/or the president of the organization changes, a new statement of financial understanding must be filed with the Office of the SGA Comptroller.
- F. All officers of the organization and a majority of its membership must be current A&S fee paying students at the University of North Florida.
- G. Registered student organization must keep accurate and complete membership rosters and provide these rosters to the Office of Student Development upon request.
- H. No salaries or OPS wages from A&S fees may be allocated to registered student organizations for officer compensation.
- I. The management of the Club Start-Up and Club Reserve accounts shall be under the direct jurisdiction of the Advisory Council of Student Organization Presidents.
- J. Requests by clubs for funding from the Club Reserve and Start-Up accounts must be reviewed by ACSOP for initial approval.
- K. Upon approval by ACSOP, requests by student organizations for funding from the Club Reserve and Start-Up accounts must be referred to the SGA Senate for final approval.

SECTION 15. GENERAL POLICIES

- A. Deficit spending is prohibited.
- B. All accounts funded by A&S Fees for the first time in a budget year require the SGA Comptroller's signature on all expenditures.
- C. All carry forward funds and additional revenues beyond the annual budget shall be placed in an unallocated reserve account. These funds shall be released following the normal legislative process.
- D. The A&S budget is a line item budget.
- E. Any publications or notice of an event funded through this A&S Fee Budget will be required to indicate that funds were provided by Activity and Service Fees through the Student Government Association.
- F. Each separate line item shall require the accurate and timely maintenance of individual ledger accounting by each recipient.
- G. Supporting documents will be maintained for all ledger transactions and filed with the appropriate ledger.

- H. These ledgers shall at all times be made available for review by any ar all Executive Officers of the SGA, the Vice President for Student Affairs, and members of the Committee.
- I. All regular personnel hired under OPS Object Code 120000 funds budgeted from A&S Fees must be currently enrolled students at the University, and, if appropriate, they should attend at least one summer session of classes in order to receive OPS funds.
- J. Any encumbrances sustained by appropriate accountable authorities without prior notification by the SGA Comptroller of approval of funding, shall be considered mismanagement of A&S Funds.
- K. Violation of budget policies as defined in the document becomes the personal liability of the Budget Director.
- L. Each department receiving funds from the A&S Budget is required to keep their own set of books, in addition to those maintained in the University's Office of Finance and Accounting.
- M. The SGA Comptroller's Office will coordinate all cash flow processes at all SGA sponsored events.
- N. Receipts for reimbursements must be received in the SGA Comptroller's Office no later than 4 weeks after the date of the receipts.
- O. All travel sponsored by Activity and Service Fees must adhere to the University Travel manual published by the University's Travel office.
- P. All revenues earned will be placed immediately into the revenue line of the group responsible for making it.

SECTION 16. AMENDMENTS OR SUSPENSIONS

Amendments or suspensions of these procedures will be enacted by a 2/3 majority vote of the Committee. Such amendments will be presented to the SGA Senate and require a 2/3 vote for approval.

SECTION 17. CONCLUSION

This Activity and Service Fee Budget Policies and Procedures are the guidelines within which all allocations of A&S Fees will be made upon approval of this Committee and supporting action by the SGA Senate.

III. ORGANIZATION AND BYLAWS COMMITTEE POLICIES AND PROCEDURES

SECTION 1. PURPOSE

The Organization And Bylaws Committee (OBC) is responsible for the internal procedures of the Student Government Association (SGA).

SECTION 2. MEMBERSHIP

The OBC shall consist of (9) members: the SGA Vice-President, the Senate President Pro-Tempore, the Senate Parliamentarian, and six (6) SGA Senators.

SECTION 3. OFFICERS

There shall be a Chairperson elected by majority vote of the Senate body and a Vice-Chair elected by a majority vote of the committee membership. These positions should be filled by the second Senate meeting of each session.

SECTION 4. MEETINGS

Meetings shall be at least twice per month. Meeting dates and times will be posted in the SGA office, announced at Senate and OBC meetings, and a copy of all meeting dates will be forwarded to the SGA Vice-President by the third week of each semester.

SECTION 5. DUTIES

SUBSECTION 5A. BYLAW INTERPRETATION

The committee shall interpret the SGA Bylaws and resolve conflicts concerning said document. When a conflict arises during a Senate meeting, the Senate President will refer the issue to the Chairperson of the OBC, and that person will decide the interpretation. It is to the Chairperson's advantage to consult with other committee members before rendering a decision. Any other conflicts or concerns will be brought up at a regular meeting of the OBC. The committee may decide to revisit the issue at a later date.

SUBSECTION 5B. BYLAW REVISION

The committee shall review the SGA Bylaws and recommend any revisions to the SGA Senate when necessary. Those changes shall be presented to the Senate in the form of a Bylaw Amendment. The Bylaw Amendment must be presented in the form of a legislation stating why the revision was necessary and then stating the revision.

SUBSECTION 5C. SENATOR APPOINTMENT PROCEDURES

The committee shall recommend Senate Appointments to the SGA Senate. The Students wishing to become SGA Senators must fill out a Senator Information Sheet and obtain (75) seventy-five signatures of UNF students who are paying A&S Fees. This information must be returned to the Senate President or the Senate President Pro-Tempore.

The President or the President Pro-Tempore will contact the OBC Chairperson in regards to the appropriate time to interview the interested student. The Senate President or President Pro-Tempore may elect to schedule a special meeting to interview the candidate. If no special meeting is arranged, it will be conducted at the next regularly scheduled OBC meeting. At least (2) two members of OBC must be present at the interview. All of the members of OBC conducting the interview will receive a copy of the Senator Information Sheet prior to the interview. The interview will serve as an informational session. The candidate for Senate appointment shall be informed about SGA as an organization, its goal, and the specific duties and responsibilities of a SGA Senator. Following the completion of all the interviews, the committee will take a majority vote to recommend to the Senate the appointment. After OBC has voted, the senate President will announce the recommendation at the next Senate meeting. The Senate must accept the appointments by a majority vote.

SUBSECTION 5D. SGA ELECTIONS/VALIDATIONS/WRITE-IN

The committee shall conduct SGA Elections in accordance with Article VIII of the SGA Bylaws. The Elections Subcommittee will serve underneath the OBC and will operate under the guidelines included in the Elections Committee Policies and Procedures Manual. The OBC shall be responsible for the creation, interpretation, and revision of the Elections committee Policies and Procedures Manual.

Write-in candidates are acceptable, but the OBC must verify the eligibility of write-in candidates before the election is validated by the Senate.

SUBSECTION 5E. ABSENCE APPEALS

The OBC committee shall oversee the review of all appeals for Senate removal due to absences. The committee's recommendations will be forwarded to the Senate. During each OBC and Senate meeting the President Pro-Tempore shall report on Senator absences. When a Senator acquires (4) excused absences, or when a Senator acquires (2) two excused and (1) one unexcused absences, or when a Senator acquires (2) two unexcused absences, in one academic term, he/she must be notified in writing of these circumstances. A copy of the letter must be retained for the Senator's file. If the Senator does not respond within (7) seven working days from the date of the letter, the Senator will be removed from the Senate at the next schedule meeting. If the

Senator does respond, the President Pro-Tempore will inform the Senator of the next OBC meeting at which time the Senator can appeal the removal from the Senate. The President Pro-Tempore, as well as the Senator, will contact the Chairperson of the OBC in regards to the scheduled appeal. The appeal must be put on the agenda, and during the OBC meeting, the Senator must justify why he/she should remain a SGA Senator. The committee will then make a recommendation to the Senate which can be overturned only by a (2/3) two-thirds vote of Senate. The Senate President Pro-Tempore will also bring before the OBC any absences that did not agree with the SGA Bylaws. OBC will then make a recommendation to the Pro-Tempore.

SUBSECTION 5F. RECALL VALIDATION

The committee will validate all petitions to recall a SGA officer or Senator. A petition for recall must contain (1000) one-thousand signatures of UNF students who are paying A&S Fees. OBC will validate all signatures through the Office of Records and Registration.

SUBSECTION 5G. OBC POLICIES AND PROCEDURES

The committee shall be responsible for maintaining a current OBC Policies and Procedures Manual approved by a majority of the committee and a (2/3) two-thirds vote of the Senate. Any revisions of this document must be approved by a (2/3) two-thirds vote of the Senate.

IV. STUDENT ADVOCATE COMMITTEE (SAC) **POLICIES AND PROCEDURES**

SECTION 1. PURPOSE

The purpose of the Student Advocate Committee will be to act as a liaison between the University of North Florida's student body and the Student Government Association, and to promote those programs or activities, locally, or nationally, which are in the interests of the UNF's students. The Committee will also take stands regarding local, national, and international issues concerning the student population.

SECTION 2. MEMBERSHIP

The Student Advocate Committee is composed of sixteen (16) members: nine (9) must be SGA Senators and five (5) must be non-senator representatives. The positions of Director of Student Lobbying, and the Minority Student Affairs Advocate shall serve as members. The SGA President, Vice President, Senate President Pro-Tempore, Public Relations Director, and Assistant Director of Student Lobbying shall serve as ex-officio members.

SECTION 3. DUTIES

- A. The Committee shall conduct surveys among university students, university faculty, and university support personnel about various events, activities, and ventures which would concern the UNF's students in particular and the students at the Florida's Public Universities in general.
- B. The Committed shall promote programs and services that concern students and review and recommend policies regarding student conduct, recognition, and awards.
- C. The Committed shall investigate problems brought about by students and will try to see the particular problem concerning students is solved in an efficient and productive manner.
- D. The Committee will further address issues concerning the students at the University of North Florida in particular and Florida's Public University students in general.
- E. The Committed will see to it that the Student Government Association positions are considered by the Administration, the Faculty Association, University Support Personnel, the college deans, the Board of Regents, and any other university body involved in

making decisions that would, in any way, affect the students of UNF.

SECTION 4. MEETINGS

SUBSECTION 4a. Regular Meetings

Meetings should be held at least twice a month and should be scheduled in between two (2) senate meetings. The schedule for the meetings will be posted on the Student Advocate Committee Bulletin Board by the third week of school. Meeting dates will also be announced at the Senate meeting prior to the meeting date. A copy of the meeting schedule will be placed in the members' box. Furthermore, a copy of the meeting schedule should be forwarded to the ex-officio members in their SGA mailboxes.

SUBSECTION 4b. Emergency Meetings

The Chairperson and the Vice Chairperson must agree to call an emergency meeting. In this case, all other members of the Committee will be informed by telephone at least forty-eight (48) hours before the emergency meeting is to be held.

SECTION 5. OFFICERS

There will be two (2) officers of the Student Advocate Committee: a Chairperson, who will be nominated and elected by the committee; the Senate Pro-Tempore will advise the committee about the candidate, and a Vice Chairperson, who will be elected by the committee; nominations will be taken and elections will be held by the Chairperson of the committee. The officers will be accountable to the SAC Policies and Procedures, and the Student Government Association Bylaws.

SECTION 6. DUTIES

SUBSECTION 6a. Chairperson

- A. The chairperson will conduct meetings of the committee in accordance with Roberts Rules of Order, Newly Revised.
- B. The Chairperson must be actively involved with the activities of the committee.
- C. The Chairperson can vote only in the case where the vote affects the outcome.
- D. The Chairperson can vote only in the case where the vote affects the outcome.
- E. The Chairperson will be responsible for preserving order and decorum and have a general control of the committee meeting. In case of disturbance or

disorderly conduct of a person during this meeting, the chairperson may use his/her discretionary power to remove the individual from the meeting.

- F. The Chairperson will be responsible to call the meetings of the committee, which must meet at least once in two (2) weeks.
- G. The Chairperson will be responsible to sign all committee minutes and reports and present a report behalf of the committee at every Senate meeting.

SUBSECTION 6b. Vice Chairperson

- A. The Vice Chairperson will be responsible to assume the duties of the chairperson upon request of the chairperson, during the absence of the chairperson, of if the chairperson of the committee is unable to perform his/her duties.
- B. The Vice Chairperson will keep the minutes of the committee meetings.
- C. The Vice Chairperson will be responsible for maintaining committee files.
- D. The Vice Chairperson will be responsible to write bills or resolutions from the committee and forward them to the Senate President forty-eight (48) hours prior to the next regular Senate meeting.

SECTION 7. ABSENCES

Committee Absence Policy shall be concurrent with Article III, Section 4, Subsection 4d. When a Senator is absent from a committee meeting on which he/she serves, the Senator must submit a written excuse to the Senate President Pro-Tempore for evaluation. The Senate President Pro-Tempore will then follow procedures as outlined in Article III, Section 4, Subsection 4d.

SECTION 8. AMENDMENTS

Revision to current Policies and Procedures Manual must be approved by two-thirds (2/3) majority vote of the Committee and Senate.

SECTION 9. QUORUM

The number required to establish a quorum shall be defined as forty (40%) percent of the committed membership.

SECTION 10. RECALL

The officers of the committee may be removed by a two-thirds (2/3) majority vote of the Student Government Association Senate. Recall procedures in article X, Section 1 of the Student Government Association Bylaws.

SECTION 11. RULES AND REGULATIONS

The Robert's Rules of Order, Newly Revised will serve as a guide for rules and regulations to be followed during meetings.

SECTION 12. SUB-COMMITTEES

The Student Advocate Committee will have sub-committees upon chairs discretion and the appointment will be made by a majority vote of the committee.

V. STUDENT PROGRAMMING BOARD (SPB) **POLICIES AND PROCEDURES**

SECTION 1. PURPOSE

The Student Programming Board (SPB) is responsible for the development and implementation of entertainment programs and activities that reflect the many different interests of the University of North Florida student body.

SECTION 2. MEMBERSHIP

The Student Programming Board is composed of twenty-four (24) members: twelve (12) SGA Senators, two (2) University Support Personnel System representatives, two (2) representatives of the Faculty Association, and six (6) Non-Senator representatives. These six (6) representatives shall be recommended for appointment by the President's Cabinet and approved by Senate. The University Events Coordinator and the Assistant University Events Coordinator shall serve as advisors.

SECTION 3. MEETINGS

Meetings will be held on a biweekly basis. Meeting dates and times will be posted on the SPB Bulletin Board outside of the SPB office, announced at SPB meetings, Senate meetings and a copy shall be forwarded to the SGA Vice President by the third week of school.

SECTION 4. OFFICERS

There shall be three (3) officers of the Student Programming Board: Chairperson, Vice Chairperson, and Secretary. The Chairperson and Vice Chairperson must be SGA Senators. The Chairperson shall be nominated and elected by the membership of the SGA Senate by the second meeting of the Summer semester or whenever a vacancy occurs and shall serve for a year or until removed or resigned. The Vice Chairperson and Secretary shall be elected by the board at the first meeting after the election of the chairperson. These officers shall function in accordance with the duties set forth under Article V, section 3, subsection 3a, 3b, and 3c. The chairperson may vote only if the vote affects the outcome.

SUBSECTION 4a. Chairperson's Authority

The Chairperson of the Student Programming Board has the authority to enforce rules, regulations and guidelines as set forth in the Student Government Association Bylaws and the SPB Policies and Procedures. The Chairperson can authorize up to

five thousand dollars (\$5,000) from the SPB Operating Budget only for Arena concerts.

SECTION 5. SUBCOMMITTEES

The Board shall consist of six (6) subcommittees: Annual Events, Concerts, Festivals, Comedy/Lecture, Publicity, and Homecoming. The chairperson of each committee will be elected by the board at the first meeting after the election of the board chairperson. Each committee chairperson shall function in accordance to the affiliated committee job description.

SECTION 6. DUTIES

- A. The Board shall plan, implement, promote, and evaluate programming that best represents the entire student population.
- B. The Board shall actively recruit student involvement on a continuous basis.
- C. The Board shall oversee the following subcommittees: Annual Events, Concerts, Festivals, Comedy/Lecture, Publicity, and Homecoming.
 - 1. Annual Events: the Annual Events committee is responsible for all events that happen on an annual basis, including The Toga Party and The Halloween Bash.
 - 2. Concerts: the Concert committee is responsible for selecting and implementing concerts for the Arena and the Boathouse.
 - 3. Festivals: the Festival committee is responsible for the planning and implementing of all SPB sponsored festivals.
 - 4. Comedy/Lecture: the Comedy/lecture committee is responsible for selecting and implementing the comedy/lecture series.
 - 5. Publicity: the Publicity committee is responsible for publicizing all SPB sponsored events as well as producing the SPB newsletter The Spotlight.
 - 6. Homecoming: the Homecoming committee is responsible for working with the Administration Homecoming Committee as well as implementing the UNF Homecoming.
- D. The officers of the board shall prepare an annual budget request for the entire board, including operating expenses and committee expenses.
- E. The Board has the authority to redistribute allocated funds among its programming lines.

- F.** The Board shall be responsible to maintain and follow a current SPB Policy and Procedure Manual approved by a two-thirds (2/3) vote of the Board and the SGA Senate. Any revisions to this document must be approved by a two-thirds (2/3) vote of the Board and the SGA Senate.